



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)
UNIT 35801
FPO AP 96602-5801

Canc frp: Jun 04

DivBul 5215

DCP

15 MAR 2004

DIVISION BULLETIN 5215

From: Commander

To: Distribution List

Subj: SEMI-ANNUAL CHECKLIST OF EFFECTIVE 3D MARINE DIVISION
DIRECTIVES

(a) MCO P5215.1H

(b) DivO 5605.2N

- (1) Numerical Index of 3d Marine Division Directives
- (2) Requisition Form for Missing 3d Marine Division Directives

1. Situation. Reference (a) requires the publication of a periodic checklist of effective directives. Division directives are issued on a "need to act/need to know" basis. All addressees will maintain the directives for which they have staff cognizance and such other directives as may be considered necessary in the performance of normal staff functions. Definitions of the distribution codes can be found in reference (b). If the present distribution is considered inappropriate, addressees should submit requests for increases or decreases with justification to this Headquarters, Division Adjutant (DivAdj). Addressees will review their files of Division directives within 20 days upon receipt of this Bulletin.

2. Mission. To publish a quarterly checklist of effective 3d MarDiv directives in accordance with the references.

3. Execution. Directives not listed on enclosure (1) are canceled and should be removed from the files and destroyed. Changes to enclosure (1) are annotated by asterisks.


4. Administration and Logistics. All requests will be submitted through the proper chain of command via e-mail (kentra@3div.usmc.mil or buttsdl@3div.usmc.mil) or correspondence in the format of enclosure (2).

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5. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Division Order is applicable to all 3rd
Marine Division.

A handwritten signature in dark ink, consisting of a series of loops and a long horizontal stroke at the bottom.

C. T. FRANKLIN
Chief of Staff

DISTRIBUTION: A

LIST OF EFFECTIVE 3D MARINE DIVISION DIRECTIVES

<u>SSIC</u>	<u>Number OF CH</u>	<u>SUBJECT</u>	<u>DISTR CODE</u>	<u>DATE</u>	<u>SECTION</u>
P1040.1F		STANDING OPERATING PROCEDURES FOR CAREER PLANNING (SHORT TITLE: CAREER PLANNING SOP) COPY TO: COMMARFORPAC (1), CMC (MMEA-6) (1), CG III MEF (1), CG 1 ST MARDIV (1), CG 2D MARDIV (1), CG 1 ST MAW (1), CG3D FSSG (1), CG MCB BUTLER (1), CG 1 ST FSSG (1)	A/B	13MAR97	CARPL
		CAREER INFORMATION AND PERSONNEL RETENTION PROGRAM FOR NAVY PERSONNEL WHILE ASSIGNED TO THE 3D MARINE DIVISION	A/D	24MAR87	SURG
10K		LEAVE AND LIBERTY	A/D	10MAY99	ADJ
1070.6D		CENTRALIZED DIVISION NAVY PERSONNEL OFFICE	A	19JUL99	SURG
1130.1B		COMMAND RECRUITING PROGRAM	A/D	23AUG00	G-1
P1300.4A		STANDING OPERATING PROCEDURES FOR PERSONNEL ROTATION (SHORT TITLE: SOP FOR PERSONNEL ROTATION)	A	07MAY97	PCAO
.301.42		ASSUMPTION OF COMMAND COPY TO: CMC (MM), USCINCPAC, COMSEVENTFLT, COMMARFORPAC, CG IIIMEF, COMNAVFORJAPAN, CG 1 ST MARDIV, CG 3D AMRDIV, CG 4 TH MARDIV, CG MCB BUTLER, CG 1 ST MAW, CG 3D FSSG, COMCAS IWAKUNI, CO MCAS FUTENMA	A/D	20FEB04	ADJ
1320.2B		PERSONNEL SPONSORSHIP PROGRAM	A/D	02MAR97	PERS
P1326.2B		STANDING OPERATING PROCEDURES FOR TEMPORARY ADDITIONAL DUTY (SHORT TITLE: SOP FOR TAD)	A/D	09APR02	ADJ
1400.5L		MERITORIOUS PROMOTION COPY TO: COMMARFORPAC	A	16JUN99	G-1
P1500.17H		DIVISION SCHOOLS SYSTEM CATALOG COPY TO: CG 1STMAE (5), CG MCB BUTLER (5), CG 1 ST FSSG (2), CG 3D FSSG(2), CG 1STMARDIV (15), CG 2D MARDIV (15)	A	07MAY97	
P1500.25A		STANDING OPERATING PROCEDURES FOR TRAINING (SHORT TITLE: SOP FOR TRAINING)	A/D	14MAY93	G-3T
1521.1D		JAPANESE OBSERVER EXCHANGE PROGRAM (JOEP) (SHORT TITLE: JOEP ORDER)	A/D	02SEP99	G-3
1560.4B		PROFESSIONAL READING PROGRAM	A/B	07NOV90	G-3
1560.5	2	VOLUNTARY EDUCATION PROGRAM	A/D	12JUN90	G-1
1650.1		3D MARINE DIVISION COMMAND OFFICER INSTRUCTIONS	A/D	03OCT01	ADJ
1650.9B		NAVY SUPERLATIVE PERFORMANCE AWARDS PROGRAM	A/D	03APR01	G-1N
1650.12K		DECORATIONS AND AWARDS	A/D	09APR02	ADJ
1650.13		CHEF OF THE QUARTER AWARD PROGRAM	A	12JUL99	G-4/FSO
1650.15A		3D MARINE DIVISION MARINE/NONCOMMISSIONED OFFICER OF THE QUARTER AND MARINE OF THE YEAR	A/D	10OCT02	ADJ

ENCLOSURE 1

<u>SSIC</u>	<u>Number OF CH</u>	<u>SUBJECT</u>	<u>DISTR CODE</u>	<u>DATE</u>	<u>SECTION</u>
165		INCENTIVE AWARDS (BENEFICIAL SUGGESTION)	A/D	24JUN98	COMPT
650.25B		CG FUND ADMINISTRATOR OF THE QUARTER/FUND ADMINISTRATOR OF THE YEAR PROGRAM	A/D	21JUL00	COMPT
	B	STANDING OPERATING PROCEDURES FOR RELIGIOUS MINISTRIES (SHORT TITLE: SOP FOR RELIGIOUS MINISTRIES) COPY TO: COMMARFORLANT, COMMARFORPAC, CG III MEF, CG 1 ST MARDIV, CG 2D MARDIV, CG 4 TH MARDIV	A/D	21 JAN98	
		REQUEST MAST COPY TO: CG MCB BUTLER (JFCJ) (2)	A/D	15JUL97	
		ABSENTEE VOTING PROGRAM		25MAY99	
		FAMILY ADVOCACY PROGRAM COPY TO: DIVISION CHAPLAIN	A/F	17MAR93	
.754.1		DIVISION KEY VOLUNTEER NETWORK	A/D	22FEB96	
		3D MARINE DIVISION STANDING ANNEX K COPY TO: CG3D, CG III MEF	A/D	30APR92	
		COMMUNICATION-ELECTRONICS STANDING OPERATING PROCEDURES (SHORT TITLE: COMM-ELECT SOP)	A/B	01FEB96	
2280.1		COMMUNICATIONS SECURITY (COMSEC) MATERIAL SYSTEM (PROCEDURES FOR HANDLIN, ACCOUNTING AND TRANSMISSION OF AUTHORIZED HOLDINGS) COPY TO: COMMFORPAC	A/D	03MAR93	G-6
		EMERGENCY ACTION FOR DISPOSITION OF COMMUNICATIONS SECURITY (COMSEC) MATERIAL	A/D	26FEB93	
		PERSONNEL CASUALTY REPORTING	A/D	04SEP01	ADJ
3060.1A		RECALL PROCEDURES FOR THE 3D MARINE DIVISION COPY TO: III MEF COMMAND CENTER	A/D	12MAY93	G-1
P3120	7A	STANDING OPERATING PROCEDURES FOR WESTPAC GROUND UNIT DEPLOYMENT PROGRAM (SHORT TITLE: WESTPAC GROUND UDP SOP) COPY TO: CG 1 ST MARDI CG 2D MARCIV, COMMARFORPAC, COMMARFORLANT	A/D	06SEP96	G-3
P3125.1B		STANDING OPERATING PROCEDURES FOR DIVISION AIR (SHORT TITLE: AIR SOP)	A/D	31JUL02	G-3
P3400.2B		STANDING OPERATING PROCEDURES FOR ELECTRONIC BIOLOGICAL, AND CHEMICAL DEFENSE (SHORT TITLE SOP FOR NBCD)	A	08SEP94	
P3430.4		STANDING OPERATING PROCEDURES FOR ELECTRONIC WARFARE (EW) (SHORT TITLE: EW SOP) COPY TO: CG 1 ST MARDIV, CG 2D MARDIV, CMC (INT), CMC (LMW), COMMARFORPAC, COMMARFOLANT, 1 ST RADBN, 2D RADBN		22MAY84	G-3
3480.1A		EVENT/INCIDENT REPORTING (OPREP-3 SIR)	A/D	17JAN96	ADJ
3501.1B		MARINE COPRS COMBAT READINESS EVALUATION	A	05MAR96	G-3
3511	.B	NAVAL WARFARE PUBLICATION LIBRARY (NWPL	A/D	28DEC92	G-3

ENCLOSURE (1)

SSIC	Number OF CH	SUBJECT	DISTR CODE	DATE	SECTION
P3800.1L		STANDING OPERATING PROCEDURES FOR INTELLIGENCE (SHORT TITLE: SOP FOR INTELLIGENCE) COPY TO: CMC (INT) (2), CG MCCDC (2), COMMARFORPAC (2), CG I MEF (2), CG III MEF (2), CG 1 ST MARDIV (2), CG2D MARDIV (2), CO 11TH MEU (2), CO 13TH MEU, CG MCB BUTLER, CG 2D FSSG (2)	A	19AUG98	G-2
0.3B		GUIDANCE FOR COUNTERINTELLIGENCE GARRISON RESPONSIBILITIES	A/D	23MAY94	G-2
		STANDING OPERATING PROCEDURES FOR OFF ISLAND TRAINING DEPLOYMENTS (SHORT TITLE: SOP FOR OFF ISLAND TRAINING DEPLOYMENTS) COPY TO: CG III MEF (3), CG 3D FSSG (3), CO HQBN CAMP FUJI	A/D	08FEB93	G-4
4400.1C		COMMANDING GENERAL'S PHYSICAL INVENTORY PROGRAM (PIP)	A	15MAY96	G-4
P4400.22M		STANDING OPERATING PROCEDURES FOR SUPPLY (SHOT TITLE: SOP FOR SUPPLY)	D/F	22APR94	G-4
4400.24C		3D MARINE DIVISION SUPPLY ACCOUNT OF THE QUARTER AND SUPPLY ACCOUNT OF THE YEAR	D/F	24JUN98	G-4
4400.33E		TEMPORARY LOAN (TEMP LOAN) OF EQUIPMENT COPY TO: CG III MEF (3), CG 1 ST MAW (3), CG 3D FSSG (3)	A/D	24JUN98	G-4
4600.1B		GOVERNMENT TRAVEL CHARGE CARD PROGRAM (CTCCP)	A/D	29JAN02	ADJ
P4600.1H		STANDING OPERATING PROCEDURES FOR EMBARKATION (SHORT TITLE: SOP FOR EMBARKATION)	A/D	09APR96	G-4
4650.1C		PROCEDURES AND REQUIREMENTS FOR AREA CLEARANCE	A/D	01JUL92	G-1
P4790.1F		STANDING OPERATING PROCEDURES FOR THE COMMAND INTEGRATED MAINTENANCE MANAGEMENT SYSTEM (SHORT TITLE: SOP FOR MIMMS)	A	08MAY96	G-4
P5000.3K		HEADQUARTERS, 3D MARINE DIVISION STAFF REGULATIONS	A/D	16MAY02	SSEC
P5040.3G		STANDING OPERATING PROCEDURES FOR THE COMMAND INSPECTION PROGRAM (SHORT TITLE: SOP FOR COMMAND INSPECTION PROGRAM)	A/D	02APR01	INSP
P5100.1	1	LIGHT AMPLIFICATION BY SIMULATED EMISSION OF RADIATION(LASER) SAFETY (SHORT TITLE: SOP FOR LASER SAFETY) COPY TO: CG MCB BUTLER, CG 1 ST MARDIV, CG 2D MARDIV, CG 1 ST FSSG	A/D	25FEB83	G-4
P5100.2A		STANDING OPERATING PROCEDURES FOR CHEMICAL AGENT RESISTANT COATING (CARC) (SHORT TITLE: SOP FOR CARC) COPY TO: CMC (MHS-1), CG III MEF (G-4), CG MCB BUTLER (SAFTEY), CO NRMK OKINAWA (INDUSTRIAL/HYGIENE/ENVIRONMENTAL HEALTH)	A/D	29MAY92	G-4
P5100.20		STANDING OPERATING PROCEDURES FOR RADIOLOGICAL AFFAIRS SUPPORT PROGRAM (SHORT TITLE: SOP FOR RASP) COPY TO: CG 1ST MARDIV, CG 2D MARDIV, CMC (LMW), COMMARFORPAC, COMMARFORLANT	A	29MAY84	
5101.1D		MOTOR VEHICLE MISHAP PREVENTION PROGRAM	A	17MAR97	COMPT

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<u>SSIC</u>	<u>Number OF CH</u>	<u>SUBJECT</u>	<u>DISTR CODE</u>	<u>DATE</u>	<u>SECTION</u>
5120.11		UNITED STATES SAVING BOND PROGRAM	A/D	17MAR97	COMPT
5200.1A		INTERNAL MANAGEMENT CONTROL	A/D	09APR02	
		FORMS CONTROL AND MANAGEMENT	A/D	26OCT92	
5214.2D		INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT	A/D	11MAR91	ADJ
5214.3F		DIVISION PERSONNEL STATUS/STREANGHT REPORT	A	06MAY97	
		SEMI-ANNUAL CHECKLIST OF EFFECTIVE 3D MARINE DIVISION DIRECTIVES	A	26FEB04	
		GUARD MAIL COPY TO: CG MCB BUTLER	A/D	26OCT94	
5270.1		INFORMATION SYSTEMS CORDINATOR (ISC) PROGRAM	A/D	25APR00	G-6
5271.1B		ELECTRONIC MAIL (E-MAIL) POLICY	A/D	09JAN01	G-6
		NAVMSG RELEASE AUTHORIZATION WITHIN THE 3D MARINE DIVISION	A/D	01MAY97	G-1
		TERMINAL AREA SECURITY OFFICER (TASO)	A/D	26JAN01	G-6
5290.1A		STANDING OPERATING PROCEDURES FOR PHOTOGRAPHIC	B	20DEC95	
5350.1		SUBSTANCE ABUSE PROGRAM	A/D	19JUL96	G-1
		HAZING AND MALTREATMENT OF MARINES	A	02NOV98	
5354.2A		3D MARINE DIVISION EQUAL OPPORTUNITY PROGRAM (EOP)	A	29JUN98	INSP
5400.3C		INSTRUCTIONS FOR MANAGEMENT AND SUPPORT OF 3D MARINE DIVISION	A	25FEB99	G-3
P5510.9K		STANDING OPERATING PROCEDURES FOR THE INFORMATION AND PERSONNEL SECURITY PROGRAM (SHORT TITLE: SOP FOR IPSP)	A/D	06APR93	G-2
5510.10A		STANDING OPERATION PROCEDURES FOR COURIERS OF CLASSIFIED MATERIAL	A	25NOV03	ADJ
5513.1		INFORMATION SECURITY CLASSIFICATION GUIDANCE OF A COPY TO: COMMARFORPAC, CG III MEF, CTF 76, CG 1 ST MAW, CG 3D FSSG, CO SRING, CO 1 ST RADIO BN		23MAY94	G-2
5600.8E		STANDING OPERATING PROCEDURES FOR REPRODUCTION MATTERS	A	24OCT94	REPRO
5605.1		PUBLICATION LIBRARY MANAGEMENT SYSTESM (PLMS)	A/D	13FEB02	ADJ
5605.2N	1	DISTRIBUTION OF DIRECTIVES/ CORRESPONDENCE WITHIN 3D MARINE DIVISION	A/D	03JAN95	ADJ
5750.2		COMMAND HISTORY PROGRAM COPY TO: CMC(HDH), COMMARFORPAC, CG III MEF	A/D	14JUL93	G-3
5760.1J		3D MARINE DIVISION ASSOCIATION	A	14APR92	G-3

ENCLOSURE (1

Number OF CH	SUBJECT	DISTR CODE	DATE	SECTION
P5800.23B	STANDING OPERATING PROCEDURES FOR LEGAL MATTERS (SHORT TITLE: SOP FOR LEGAL MATTERS) COPY TO: CG 1ST MAW(2), CG 3D FSSG(2), OIC LSSS, 3D FSSG (2)	A/D	16MAR93	SJA
P6000.5B	STANDING OPERATING PROCEDURES FOR MEDICAL (SHORT TITLE: SOP FOR MEDICAL)	A	29JUN98	SURG
6200.1	HEALTH PROMOTION: SEMPER FIT	A/D	21JAN98	G-4
	HEAT CASUALTIES	A	05OCT89	G-3
	MAINTENANCE AND DISINFECTION OF WATER STORAGE/ RATIONING CONTAINERS, HOSES, AND NON-PORTABLE FIELD WATER SOURCE	A	22OCT93	SURG
6260.2D	HEARING CONSERVATION PROGRAM (HCP)	A/B	12APR93	SURG
6320.1	CREDENTIALING, CERTIFICATION, AND GRANTS OF CLINICAL PRIVILEGES	A/D	24OCT96	SURG
6320.2D	MEDICAL NECESSITATED LIMITED DUTY	A	15JUL93	SURG
6320.3A	MEDICAL QUALITY ASSESSMENT/QUALITY IMPROVEMENT (QA/QI) PROGRAM	A/D	02JUL98	SURG
6320.5C	MEDICAL CARE OF DEPENDENTS AND OTHER AUTHORIZED CIVILIANS	A/D	15JUL93	SURG
6400.1	CERTIFICATION, TRAINING, AND USE OF INDEPENDENT DUTY HOSPITAL CORPSMAN	A/D	07MAY97	SURG
6520.1	SUICIDE PREVENTION TRAINING PROGRAM	A/D	18OCT91	SURG
1E 1	DENTAL APPOINTMENTS	A	27FEB90	DENT
7220.12A	DEPLOYED PER DIEM ALLOWANCES	A/D	06JAN03	COMPT
1	FRAUD, WASTE, AND ABUSE (FWAM) AWARENESS AND PREVENTION COPY TO: CG MCB BUTLER	A	23MAY02	INSP
	STANDING OPERATING PROCEDURES FOR AMMUNITION CLASSV (W) (SHORT TITLE: SOP FOR AMMO)	A/D	08JUL99	G-4
P10110.8G	STANDING OPERATING PROCEDURES FOR FOOD SERVICE (SHORT TITLE: SOP FOR FOOD SERVICE)	A	29JUN98	G-4
P11240.16F	STANDARD OPERATING PROCEDURES FOR MOTOR TRANSPORT (SHORT TITLE: SOP FOR MOTOR TRANSPORT)	A/D	21DEC92	G-4
11240.26	MOTOR TRANSPORT READINESS PROGRAM	A	18APR95	G-4
P11270.1B	STANDING OPERATING PROCEDURES FOR ENGINEER OPERATIONS (SHORT TITLE: SOP FOR ENGINEER OPS)	A	24JUN98	G-4

ENCLOSURE (1)

REQUISITION FORM FOR MISSING 3D MARINE DIVISION DIRECTIVES

DATE

G 3d M Divis ADI Section Name

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